

## Western Placer Unified School District

### POSITION DESCRIPTION

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Position Title: **Interpreter - Oral**  
Department: Educational Services  
Reports: Site Administrator or Special Education Director

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#### **SUMMARY:**

Under the direction of the site administrator, Special Education Director or designee provides oral translations for parent/school contacts on an as needed basis.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- \* Translates oral parent contacts via phone or small and large group meetings.
- \* Maintains strict confidentiality of translated oral contacts.

#### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE:**

The individual must be a High School Graduate or higher. Higher Education is valued but not required. Experience working in the field of education is desirable but not required.

#### **LANGUAGE SKILLS:**

The applicant must be proficient in English oral language and also proficient in the language for which translation is required. Ability to effectively translate information accurately and neutrally in phone, one-on-one and small group situations to parents and school personnel.

#### **REASONING ABILITY:**

Ability to apply common sense understanding to carry out detailed oral communications. Ability to understand technical educational language and translate it into the required language maintaining the essential meanings conveyed within the communication.

#### **OTHER SKILLS and ABILITIES:**

Ability to develop effective working relationships with staff, parents, and the school community. Ability to maintain neutrality during all translations including sensitive topics. Ability to orally communicate clearly and concisely. Ability to perform duties with awareness of all district requirements and Board of Trustee policies.

#### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk or hear. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

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**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate at a standard acceptable level for this environment.

**OTHER INFORMATION RELEVANT TO THIS POSITION:**

District employees who currently provide interpretation services during their regular assignment will continue to provide that job function within their current job classification. They can apply for this position in addition to their regular assignment and provide translation services under this job category outside their regular assignment.

**APPLICATION REQUIREMENTS:**

- Fill out WPUUSD application.
- Provide current TB test, Life Scan, and fingerprinting
- Fill out Confidentiality Affidavit
- Successfully pass oral test in English and foreign language translation.

***The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.***